



SHIRE

Of

MEEKATHARRA

MINUTES

Of

HEALTH, BUILDING & TOWN PLANNING MEETING

Held

AT THE COUNCIL CHAMBERS, MEEKATHARRA

On

WEDNESDAY NOVEMBER 7TH, 2012

COMMENCING AT 5:15 PM

MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS:

1.1 DECLARATION OF OPENING

The Chairperson, Cr NL Trenfield declared the meeting open at 5:15pm

1.2 DISCLAIMER READING

No responsibility whatsoever is implied or accepted by the Shire of Meekatharra for any act, omission or statement or intimation occurring during this Meeting.

It is strongly advised that persons do not act on what is heard at this Meeting and should only rely on written confirmation of Council's decision, which will be provided within fourteen (14) days of this Meeting

The Chairperson, Cr NL Trenfield, read the disclaimer aloud.

2. RECORD OF ATTENDANCE/ APOLOGIES/ APPROVED LEAVE OF ABSENCE

Members

Cr NL Trenfield – Chairperson

Cr PS Clancy

Cr AG Burrows

Staff

Bill Atyeo – Principle Environmental Health Officer/Building Surveyor

Apologies

Cr TR Hutchinson – Deputy Chairperson

Cr JE Burgemeister

Krys East – Corporate & Development Services Manager

Approved Leave of Absence

Nil

Observers

Nil

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

**6.1 HEALTH, BUILDING AND TOWN PLANNING COMMITTEE MEETING HELD
AUGUST 8, 2012.**

Committee Resolution:

Moved: Cr AG Burrows

Seconded: Cr PS Clancy

**That the minutes from the Health, Building and Town Planning Committee held
Wednesday August 8, 2012 be confirmed.**

CARRIED 3/0

7. PETITION/ DEPUTATIONS/ PRESENTATION/ SUBMISSIONS

Nil

**8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT
DISCUSSION**

Nil

9. REPORTS OF COMMITTEES AND OFFICERS

9.1 OFFICERS MONTHLY REPORTS

9.1.1 PRINCIPAL ENVIRONMENTAL OFFICER/BUILDING SURVEYOR'S REPORT

Principal Environmental Health Officer/Building Surveyor's Report

Meekatharra Health, Building, Town Planning Committee

W.V. Atyeo
August 2012

I was in attendance at the Shire from the 6th to the 10th August 2012.

BUILDING LICENSES:

There were four (4) Building Licenses processed and issued during this time.

BP12-007 was issued to Brian and Chris WILLIAMS, PO Box 362, Meekatharra WA 6642 for the construction of a shed on Lot 84 Oliver Street, Meekatharra WA 6642.

BP12-008 was issued to GMK Exploration Pty Ltd, Locked Bag 8, West Perth WA 6872 for the construction of Administration Building and Kitchen/dinning on Mining Lease M53/132 (Blue Bird Mine site).

BP12-009 was issued to GMK Exploration Pty Ltd, Locked Bag 8, West Perth WA 6872 for the construction of 80 accommodation rooms and Laundry on Mining Lease M53/132 (Blue Bird Mine site).

BP12-010 was issued to Pilbara Chromite Pty Ltd, 28 Ventnor Ave., West Perth WA 6005 for the construction of a shed on Mining Lease M52/10 (Coobina mine site).

Building License Statistics:

The statistics as required by the ABS and WorkSafe, and others were dispatched accordingly within the required framework as laid down by WorkSafe. Monthly reporting is now required. Statistics were also forwarded to WALGA in order to assist them in identifying building activity throughout the State following the introduction of the new Building Act 2011.

DEMOLITION LICENSES:

There was One (1) Demolition License issued during this time.

DP12-001 was reissued to Robert Beeton and Amanda Dean, 107 Darlot Street, Meekatharra WA 6642 for the demolition of the dwelling located on Lot 200 Hill Street, Meekatharra WA 6642.

The previous demolition license expired and so the owners were required to re-submit and obtain a further license before demolition was permitted. It is noted that all of the asbestos has been removed and we await the complete demolition of the house.

OTHER MATTERS:

• **KUMARINA ROADHOUSE/TAVERN:**

I have had verbal complaints lodged in regard to the disposal of the effluent from the facilities there. I have had discussions with the owner of the property who blames the person leasing the business, and discussions with the person leasing the premises who blames the owner of the property.

I will make a trip up to Kumarina while in Meekatharra next and will take whatever action is appropriate.

• **MEEKATHARRA CARAVAN PARK:**

I have discussed a number of issues with the owner and manager of the Meekatharra Caravan Park and outlined the concerns and complaints received from the users of the Park.

The complaints are to do with the Park itself and not the shop and include foul odours, unclean facilities, inadequate facilities, and on a personal note the management attitude to customers. The owner was indeed horrified with the complaints and could not believe the photos that were forwarded to him of the Park.

These will be followed up on with my next attendance at the Shire.

• **DORAY ACCOMMODATION VILLAGE – LOT 1017 MEEHAN STREET:**

Further discussions took place with Kevin from Doray with them asking for permission to progress the security of the site by the construction of the fence, prior to a building permit being issued. Permission was granted and questions were asked in regard to the construction of the access to their camp.

This has been undertaken by the Shire and Kevin stated his appreciation to the Shire for their quick response.

• **ANNUAL CENSUS OF LOCAL GOVERNMENT WASTE AND RECYCLING SERVICES:**

I have completed and lodged the required annual census of our Waste and Recycling services to the Department as per the pro-forma document supplied. It looks at the services each Shire provides, the costs associated with it, the quantity recycled and the quantity disposed to landfill. It was quite complicated and I thank Krys for her input in regard to financial matters.

• **DISCUSSIONS WITH THE DEPARTMENT OF HOUSING:**

A number of issues that required the action of the Department were discussed with the manager of the Meekatharra region and other staff. Failed sewerage line and pump station between the pensioner units and the ponds adjacent to the Wiluna-Meekatharra Highway, the ongoing issues around the pensioner village, the failure of septic systems in houses as nominated by me, and other matters outside of the Meekatharra Shire, were all raised.

I was informed that the Minister was to visit the town sometime in September and I suggested that I would appreciate having discussions with him on a number of issues, including but not restricted to what I have outlined above. It is yet to be determined whether or not this meeting will be arranged. I would be interested to know whether the Minister has informed Council of his visit to Meekatharra, and whether or not he intends to meet with Council or its representatives.

The matters I did bring to the attention of the officers are being actioned and I will follow-up on these when next in Meekatharra.



**Principal Environmental Health Officer
Building Surveyor**

Principal Environmental Health Officer/Building Surveyor's Report

Meekatharra Health, Building, Town Planning Committee

W.V. Atyeo
September 2012

I was in attendance at the Shire from the 3rd to the 7th September 2012.

BUILDING LICENSES:

There were Nil (0) Building Licenses processed and issued during this time.

Building License Statistics:

The statistics as required by the ABS and WorkSafe, and others were dispatched accordingly within the required framework as laid down by WorkSafe. Monthly reporting is now required. Weekly statistics that were forwarded to WALGA in order to assist them in identifying building activity throughout the State following the introduction of the new Building Act 2011 have been suspended at this time.

DEMOLITION LICENSES:

There were Nil (0) Demolition License issued during this time.

OTHER MATTERS:

• **LOT 2 MAIN STREET – 3 SHOPS WITH ACCOMMODATION - CLANCY:**

I have had many discussions with Mick Clancy in regard to the proposed development of 3 shops with accommodation by the conversion of the existing building which was the

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electrician's premises previous. There is no doubt that there is a need for these smaller premises for workshops and accommodation within Meekatharra and I commend this proposal to the Committee and Council.

I have indicated that each of the unit areas are required to be separated by a fire wall which extends to the underside of the roof and fire extinguishers will be required also. Mr Clancy stated that he had no problems with this and has provided a layout plan of the proposed development with the fire walls indicated.

He also proposes to locate the front fence to the front boundary on both sides of the building, and to construct a low wall to the front of the shop on the boundary and to fill in the area between the top of this low fence to the underneath of the roof of the verandah with a fine mesh thus increasing security.

I have submitted an agenda item to be placed before the committee and Council in order to progress this development.

- **MEEKATHARRA CARAVAN PARK:**

I have discussed a number of issues with the owner and manager of the Meekatharra Caravan Park and outlined the concerns and complaints received from the users of the Park.

The complaints are to do with the Park itself and not the shop and include foul odours, unclean facilities, inadequate facilities, and on a personal note the management attitude to customers. The owner was indeed horrified with the complaints and could not believe the photos that were forwarded to him of the Park.

These will be followed up on with my next attendance at the Shire.

- **DORAY ACCOMMODATION VILLAGE – LOT 1017 MEEHAN STREET:**

Development has well and truly kicked in on Doray's project and there have been complaints from the hospital and aged person's developments in regards to dust emanating from the development. I rang the person in charge with the complaints and he stated that he would address the problem immediately. Since then I understand that there have been further complaints in my absence and so I intend to raise this issue with Kevin Dockery when I meet with him next.

- **MINISTER FOR HOUSING – VISIT TO MEEKATHARRA:**

I was informed that the Minister for Housing was not to meet with Council when he visited on the 19th September. I then contact him via an Email stating that I had some concerns and would appreciate a meeting with him if it was at all possible. I re-organised my schedule so that I was in Meekatharra that day just in case he could make time for me.

Unfortunately I did not receive a call, but later I was informed that he had met with Council and that a number of contractors/persons spoke with him, and from that meeting there were positives achieved. The people felt that they had been listened to and that they each received a fair hearing in regard to their complaints.

We now await positive results from these meetings.

• **LOTS 647 AND 648 QUEEN ROAD – MEEKATHARRA:**

I contacted the owners of the dwelling located on Lots 647 and 648 Queen Road as they have again been breached since being secured and are deteriorating to the state where Council may want to demolish them. Some discussions since have resulted in one of the owners, Paul Yates, has indicated that they will now move towards the demolition of the building.

He has asked for time to organise the securing of the premises in the meantime, with a definite move towards the demolition of the buildings etc. I indicated that he needed to move on the issues immediately and to keep the Shire informed of any progress towards compliance by the demolition of the said structures.



**Principal Environmental Health Officer
Building Surveyor**

Following discussion on this item, the demolition of defective houses was discussed and the following resolved by the Committee:

**Moved: Cr PS Clancy
Seconded: Cr AG Burrows**

That the Environmental Health Officer present a report and recommendation to Council in regards to the fire damaged dwelling on Lot 254 Darlot Street Meekatharra.

CARRIED 3/0

Principal Environmental Health Officer/Building Surveyor's Report

Meekatharra Health, Building, Town Planning Committee

**W.V. Atyeo
October 2012**

I was in attendance at the Shire from the 8th to the 12th October 2012.

BUILDING LICENSES:

There was One (1) Building License processed and issued during this time.

BP12-011 was issued Nordic North, 5/13 Lionel Street, Naval Base WA 6165 for the construction of a 128 man camp on behalf of Doray Minerals Ltd, Level 3, 40-43 Ord Street, West Perth WA 6005. The construction costs were valued at \$4,300,000.00 and to be located on Lot 1017 Meehan Street – Meekatharra.

Building License Statistics:

The statistics as required by the ABS and WorkSafe, and others were dispatched accordingly within the required framework as laid down by WorkSafe. Monthly reporting is required.

DEMOLITION LICENSES:

There were Nil (0) Demolition License issued during this time.

It has been noted that the demolition of the house (pink) on Lot 200 Hill Street has been commenced and in discussions with the owner I have alerted him to the urgency in cleaning up the allotment as the debris is not secure and damage could occur should we experience high winds.

OTHER MATTERS:

•OFFICE/HOUSE USED BY DOMESTIC VIOLENCE GROUP - LOT 5 HIGH STREET:

I was asked to inspect the premises and make a report to the committee in regard to the appropriateness and standard of the building for use by the domestic violence organisation in Meekatharra.

The report will be finished and given to the Domestic Violence Committee for consideration and future action.

•MEEKATHARRA CARAVAN PARK:

I had further discussions with the owner's representative on the matters that I had highlighted to him and it is pleasing to know that a new manager, who has a really good reputation for getting things done and in compliance with the Act and Regulations for caravan Parks will soon come to Meekatharra to sort things out.

He has the full backing of the owner and has managed this Park previously and ran things as they should be and ensured a quality service to the travelling customers. I have spoken to him personally and he has assured me that he will have the Park back to its former standards as soon as is possible.

I will assist him wherever I can as he is determined to ensure a top facility is established and maintained. This will be constantly monitored and the complaints against this facility I am sure will diminish considerably.

•KUMARINA ROADHOUSE/TAVERN – GREAT NORTHERN HIGHWAY:

On the 8th October 2012 I inspected the Kumarina Roadhouse/Tavern following verbal complaints from the general public and the leasee of the premises. On arrival it was very obvious that the sewerage system to the ablution facilities and also the kitchen laundry facilities was failing and that action by the owners was needed. Because the system has failed on previous occasions I feel that a complete system upgrade is required.

I will write to the owner and outline the requirements to upgrade the facilities along with the other issues as stated below. Should the works not be completed by the allotted times, then I will issue a Notice on the premises declaring them to be Unfit for human habitation and closing them

till all works are completed. However, it is hoped that the owner will be co-operative and do the required works.

Will keep Council informed of the progress made over time.

Areas that require substantial work are as follows:

Complete upgrade and compliance of the sewerage system to the whole of the premises.

Replace or completely renovate the public toilets located adjacent to the tavern area.

Make safe all verandah paths.

Upgrade all paths leading to and from the facilities offered in accordance with "access for people with disabilities" requirements and make these safe.

Clean the swimming pool walls and floor of all "build-up" of shale and other matter.

Replace the lid to the grease trap that services the Kitchen facilities.

•**COOLIBAH VILLAGE – CAPRICORN:**

I received a number of complaints in regards to the putrid smell permeating through the kitchen and dining room of the Coolibah Village at Capricorn. A number of residents of the camp and employees of BHP indicated that the smell was overpowering and had caused them to go to the Capricorn Roadhouse to eat.

I spoke to the catering company running the kitchen and they indicated that BHP had been informed of the situation and that a team of builders and plumbers have attended and a plan of action undertaken. I then spoke with a spokesperson for BHP who stated that they have now completed the works as pipes underneath the building had cracked and this was not detected earlier.

The site manager has re-visited the Village and he stated to me that the smell has almost gone completely, but that they are conducting a thorough clean of the air filters etc to try and hasten the process. They have also improved the capture of grease and oils from the kitchen area and have installed much more efficient products.

I will visit the premises when next in Capricorn, as I am also schedule to make final inspections of the Capricorn Roadhouse/tavern and accommodation complex, which I need to do before December. Also I will need to inspect Kumarina Roadhouse/tavern as well as a follow-up, so hopefully this can be achieved in one day.

•**DORAY ACCOMMODATION VILLAGE – LOT 1017 MEEHAN STREET:**

There were concerned in regards to the positioning and commissioning of the trench and pipework for the Andy Well Camp sewerage. A site visit with John, Mark, David, Ron and myself was conducted to try and pull all concerns together and deal with them. As a result of the visit I issued the following Email to all concerned so that we would hopefully all be on the same page.

"Thank you David, Ron, John and Mark for taking the time to meet on-site Saturday morning in regards to the development (disposal) of the effluent treatment of the camp at Lot 1017 Meehan Street - Meekatharra.

It was agreed that:

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The Shire would dig the trench from a point identified on-site to the fence adjacent to where the pumping station is to be positioned.

The plumber would connect the pump station to the discharge pipe leading to the effluent ponds with non-return valves installed so that there will be no return of effluent to the pump station and no return of effluent to the Royal Mail line.

The plumber to install 1500 (or better) septic tank prior to the effluent from the 26 man camp (temp) entering the pump station. This will hold back the solids so that they are not pumped to the ponds and possibly unbalance the "culture" of the ponds.

The plumber to install a bye-pass so that when the main camp is connected then the whole of the effluent can enter the pump pit (which has macerate pumps installed).

The septic tank will remain installed after the main camp is connected, as this will be insurance just in case in the future there are problems with the new system, and if so then the effluent without solids can again be pumped to the ponds without adding anymore infrastructure.

It is also important to note that the grease trap at the kitchen is to be fully serviced on a regular basis so as to ensure that fat/oils etc are not passed to the pumping pit and new system as the intense loading will see problems arise.

I thank you all for your most valuable input, and I trust this exercise has dispelled any uncertainties that may have arisen. If there are any matters you feel have not been resolved or need further clarification please email me immediately so that we can deal with them.

Much appreciated



**Principal Environmental Health Officer
Building Surveyor**

Committee Resolution:

Moved: Cr PS Clancy



Seconded: Cr AG Burrows

That the Principal Environmental Officer/Buildings Surveyor's reports for August 2012, September 2012 and October 2012 be received.

CARRIED 3/0

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Title/Subject:	SCHEDULING OF HEALTH BUILDING AND TOWN PLANNING MEETING
Agenda/Minute Number:	
Applicant:	Nil
File Ref:	ADM 0180
Disclosure of Interest:	Nil
Date of Report:	2 November 2012
Author:	Krys East Corporate and Development Services Manager
	
	<i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer
	
	<i>Signature Senior Officer</i>

Summary/Matter for Consideration:

The Health Building and Town Planning Committee may wish to move the Health Building and Town Planning Meeting from its scheduled time of Wednesday of the first full week of the month to before the Ordinary Council Meeting held on the third Saturday of each month.

Attachments:

Nil

Background:

The Health Building and Town Planning Meetings scheduled for September 12th 2012 and October 20th 2012 have been cancelled due to a lack of quorum.

Comment:

Currently five Councillors sit on the Health Building and Town Planning Committee. The current Chairperson has indicated that he may have to resign from the committee if it is to remain at 5.30pm on a Wednesday. Other Committee members find it difficult to attend at this time due to work and personal commitments.

Tentative consultation has shown that the Committee would prefer the time to be prior to the Ordinary Council Meeting. Generally all Councillors are able to attend the Council meeting and this would mean that they would only be required to give one day of their time as opposed to committing themselves for two days per month. Shire of Meekatharra Principal Environmental Health Officer and Building Surveyor Bill Atyeo has been consulted and agreed to this change in day and time.

The re-scheduling of this meeting may allow other Councillors to consider joining the Health Building and Town Planning Committee. Councillor Harvey Nichols has indicated he may join this Committee should the meetings be re-scheduled to the Saturday morning before the Ordinary Council Meeting.

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The commencement time of the Health Building and Town Planning Meeting may need to be negotiated. An 8.30am start has been suggested; however there is then a risk that this meeting may run over-time resulting in the Council Meeting being delayed. Alternatively an earlier start would then make for a long day for those who are attending both meetings.

Consultation:

Bill Atyeo - Principal Environmental Health Officer and Building Surveyor
Tom Hutchinson – Shire President

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation / Committee Resolution:

Moved: Cr PS Clancy
Seconded: Cr AG Burrows

That the Health Building and Town Planning Meeting be moved from the scheduled time of Wednesday of the first full week of each month at 8.30am prior to the Ordinary Council Meeting and that this request is presented at the next Council Meeting.

CARRIED 3/0

10. STATUS REPORT

DATE	SUBJECT	PROPERTY	ACTION REQUIRED	RESPONSIBLE PERSON	STATUS	ACTION TAKEN	DATE
June 2011	Staff Housing	Lot 208 Hill St	Council at Ordinary Council Meeting resolved to engage designer to draw up plans and specifications for renovations to Lot 208 Hill St for conversion of existing dwelling into two self contained 1 bedroom units	CDSM	Ongoing	Contacted Architect re quote for design Quote accepted. Draft design presented to Councillors at Ordinary Council meeting held 19.08.11 for comments/suggestions/alterations. Architect commenced preparation of tender documents on agreed draft plan. CDSM prepared tender documents and tender has been called with closing date 24.08.12 Tenders have closed and an agenda item will be presented at the September Ordinary Council Meeting Tender awarded to Murchison Carpentry Commencement of works by Murchison Carpentry	20.06.11 19.08.11 31.10.11 27.07.12 28.08.12 15.09.12 20.09.12

Committee Resolution:

Moved: Cr PS Clancy

Seconded: Cr AG Burrows

That the Status Report for October 2012 be received.

CARRIED 3/0

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11. **NEW BUSINESS OF AN URGENT NATURE – INTRODUCED BY
RESOLUTION OF THE MEETING**
Nil
12. **ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN
GIVEN**
Nil
13. **CLOSURE OF MEETING**
The Chairperson, Cr NL Trenfield, declared the meeting closed at 5:45pm.